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• **IMPLEMENTATION PLAN**

Each of the Strategies in our plan has been examined by the planning team and specific, measurable, realistic actions have been identified for the next one to four years. These specific action plans can and should be monitored, amended and reconsidered as the environment changes.

Establish a Plan to Identify and Implement Staff Training on an On-going Basis			
<i>Time Frame</i>	<i>Action</i>	<i>Responsibility</i>	<i>Status</i>
2002	❑ Re-describe current Personnel Position to include training Coordinator duties (with promotion to next grade)	Charlene	Completed a long time ago.
December 2002	❑ Develop training survey tool	Donna Fuller & Doris	Completed for FY'02; another survey for FY '03 will be conducted. Sent to Office staff 01_09_03
January 2003	❑ Conduct annual survey to determine the employee and organizational training needs e.g. I.T., personal improvement, etc. Include OEH training options	Doris	
February 2003	❑ Develop an Annual Organizational Training Plan and evaluation of the training needs. Include ethics, budget, new employee orientation	Louis Erdrich	
March 2003	❑ Report results of plan and evaluation at General Staff Mtg.	Doris, Louis	
2002	• Develop Training Policy and procedures	Donna Fuller	Training policy completed during 2002
December 2002	• Develop comprehensive and interactive new employee orientation plan. (New- Mary Fairbanks) • Review and recommend need for training procedures	Donna	
2004			
2005			
More Participatory, Informed, Involved Management Approach			
<i>Time Frame</i>	<i>Action</i>	<i>Responsibility</i>	<i>Status</i>
2002 and on-going	❑ Provide monthly updates on national workgroups and meetings with organizations that impact BAO e.g. Restructuring Initiative Workgroup (RIW), Business Plan Workgroup (BP) & ISAC FAAB	Kathy Annette Kathy Annette Rich Perrault Louis Erdrich	RIW Updates provided 6/02 and 11/02.
December 2002	❑ Circulate HHS Reorganization Plan; President's initiative via email notice with web links to site.	Kathy A.; Donna Fuller	Completed 12/18/02
December 2002 and on-going	❑ Share budget information with staff by reporting results from budget meetings at General Staff Meetings	Kathy , Bob Aitken	
	❑ Report budget based on final appropriations as information becomes available	Bob	

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December 2002 and on-going	<input type="checkbox"/> At general staff meetings, report on significant staff, organizational and other major changes	Executive Leadership Team and through "Round Robins"	
December 2002	<ul style="list-style-type: none"> Reactivate Quality Work Life (QWL) Committee and seek membership to identify staff issues and concerns on an on-going basis. 	Bob Aitken, Chair	
Jan-March 2003	<ul style="list-style-type: none"> Provide report on negotiated Area Tribal Shares for FY 2003 and identify any tribes that may be intending to take additional tribal shares. Discuss any budget impact on office. 	Nina and Charlene	Will report at February General Staff Meeting.
March 2003	<ul style="list-style-type: none"> Provide update on implementation plans for ORACLE, the new finance system and anticipated impact on Area. 	Bob Aitken	
2004			
2005			
Improved, Effective Personnel Systems - Internal and External			
<i>Time Frame</i>	<i>Action</i>	<i>Responsibility</i>	<i>Status</i>
February 2003	Schedule professional training on "How to Write Performance Standards" and options available in filling positions e.g. Civil Service, CO, tribal.	Doris	
March - April 2003	<ul style="list-style-type: none"> Workgroup to develop resource handbook on Employment Options within IHS i.e. differences between Civil Service, CO, tribal on benefits, seeking employment, outside activities, etc. Targets for Area and Tribal staff. 	Tony, Chairman Doris, Leah, Dawn	
2004			
2005			
Streamline Workload and Processes to Improve Efficiencies			
<i>Time Frame</i>	<i>Action</i>	<i>Responsibility</i>	<i>Status</i>
January 2003	<ul style="list-style-type: none"> Review and final approval of scope of work (SOW) clearly identifying purpose and outcomes 	Kathy A. and Executive Leadership Team (ELT)	
February 2003	<ul style="list-style-type: none"> Review SOW and purpose at General Staff Meeting 	Kathy A.	
March 2003	Solicit for and select a consultant	Charlene	
April – May 2003	<ul style="list-style-type: none"> Conduct evaluation analyses 	Consultant	
June 2003	<ul style="list-style-type: none"> Final report completed and discussed at General Staff Mtg. 	Consultant/Kathy A.	

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June – August 2003	<ul style="list-style-type: none"> Develop an implementation plan to improve efficiencies based on recommendations. 	Kathy A. and staff	
2004	<ul style="list-style-type: none"> Conduct evaluation on improved efficiencies 	Charlene	
2005			
Advocacy on National Issues			
<i>Time Frame</i>	<i>Action</i>	<i>Responsibility</i>	<i>Status</i>
Dec. 2002– Jan. 2003	<ul style="list-style-type: none"> Develop a proposed plan on how to update and keep staff informed about advocacy efforts on a national basis, e.g. Area representation on all Nat'l Workgroups (continuing); involvement in MAST Impact week; attending tribal and tribal organizational forums such as MAST, GLITC, MITC, NCAI, NIHB, OTSGAC, urbans, etc.. 	Kathy A.	
February 2003	<ul style="list-style-type: none"> Report the proposed plan at the General Staff Meeting 	Kathy A.	
2004			
2005			
Develop Priority Setting Systems and Process			
<i>Time Frame</i>	<i>Action</i>	<i>Responsibility</i>	<i>Status</i>
December 2002	<ul style="list-style-type: none"> Review Bemidji Area Mission and Goals at General Staff Meeting Post Mission and Goals on each floor & Bemidji Home page 	Kathy A. Donna F.	
January 2003	<ul style="list-style-type: none"> Review HHS, IHS Management Priorities and how these tie into the Area Director's priorities 	Kathy A.	
February 2003	<ul style="list-style-type: none"> Each department presents their priorities at the General Staff Meeting. Individual priorities should reflect the AD PAS. 	Managers	
March 2003	Employ outside consultant for training on priority setting review criteria. PAS should reflect priorities as much as possible	Charlene	
Apr. – Sept. 2003	Implement training recommendations.	Managers	
October 2003	Report out on progress of priority areas and outcomes.	Managers	
Oct. – Dec. 2003	<ul style="list-style-type: none"> Evaluate process of setting priorities and effectiveness. Establish/refine priorities for 2004 	Managers	
December 2003		Managers	
2004			
2005			

Effective, Compatible, Consumer-driven I.T. Systems

<i>Time Frame</i>	<i>Action</i>	<i>Responsibility</i>	<i>Status</i>
Oct-Dec 2002	<ul style="list-style-type: none">▪ BAO Web Access by our customers – Decision Point – What’s on the web page link	Donna Fuller	Completed June 2002
2002	<ul style="list-style-type: none">• Develop/ utilize Remote Access Training Practice.	Rich Perrault	During 2002, provided several sessions on as-needed basis.
Feb.-March 2003	<ul style="list-style-type: none">• Provide remote access training to Area staff.	Rich	
January 2003	<ul style="list-style-type: none">• Conduct a customer-based IT survey for Area Staff.	Rich and Barbara Vanek	
February 2003	<ul style="list-style-type: none">• Report on current status and identified needs at General Staff Meeting.	Rich	
January 2003	<ul style="list-style-type: none">• Train two supervisors/users on phone system to assist in providing training, TA & troubleshooting for Area staff.	Rich	
March 2003 and annually in March	<ul style="list-style-type: none">▪ Develop schedule of IT training/practice based on identified needs annually.	Rich	
February 2003	<ul style="list-style-type: none">▪ Provide bi-monthly in-service on an IT need at General Staff Meeting	Rich	
April 2003			
June 2003			
August 2003 and on-going			
March 2003	<ul style="list-style-type: none">▪ Strategic Plan for I.T. Developed	Rich	
April 2003 – Dec 2005	<ul style="list-style-type: none">▪ Implement strategic plan		

Examine and Reassess Space Utilization

<i>Time Frame</i>	<i>Action</i>	<i>Responsibility</i>	<i>Status</i>
December 2002	<ul style="list-style-type: none"> Reactivate “Space Committee” to provide recommendations on location of a staff exercise room. Explore options for exercise equipment. 	Vic Mosser, Chair Mona, Donna, Doris, Shelly, Louis E.	Survey complete – Donna
January 2003	<ul style="list-style-type: none"> Ensure multiples of types of equipment. (New – Mary Fairbanks.) 	Vic	
April 2003	<ul style="list-style-type: none"> Report findings at General Staff Meeting. Set up a functional exercise room with equipment. 	Vic	
January 2003	<ul style="list-style-type: none"> Correct P.A. System – especially problems on 2nd floor 	Rich	

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Oct-Dec 2002	<ul style="list-style-type: none"> Submit budget requests for improvements (furniture, paint, carpet, etc.) for annual budget meeting. 	Managers	FY 2003 Budget Meeting will be held on 1/31/03.
March 2003	<ul style="list-style-type: none"> Establish a committee to review Contractor Report and Improvement Needs. 	Charlene	
Oct. – Dec. 2003	<ul style="list-style-type: none"> Review need for a 3-Season enclosed break room on the loading dock. 	Vic, Chair, and committee	
2004	<ul style="list-style-type: none"> Evaluate use of Central School parking lot when the school is closed. 	Vic, Chair, and committee	

Revamp the In-House Communication Systems			
<i>Time Frame</i>	<i>Action</i>	<i>Responsibility</i>	<i>Status</i>
April-June 2002	<ul style="list-style-type: none"> Hire receptionist 	Mona	Completed March 2002
January 2003	<ul style="list-style-type: none"> Consider establishing a Communications Workgroup to explore ways to improve internal communications.(phone study, newsletter, mtg. Minutes). Report decision at General Staff Meeting. 	Kathy A.	
July-Sept 2002	<ul style="list-style-type: none"> Purchase and install bulletin boards in copy rooms for general purpose e.g. sales, pow-wows, etc. 	Donna Fuller	Completed
Oct-Dec 2002	<ul style="list-style-type: none"> Reconvening QWL (seek input from all staff) 	Bob A., Chair and committee	
2004			
2005			